

Planner III



Job Code: 2354
Grade: 131
Reports to: Planning Director
Salary Range: \$57,551 - \$89,540
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs advanced and complex professional and technical duties involving a variety of general and specialized planning projects, activities, and programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification is responsible for relatively independent performance of major planning functions or projects requiring advanced skills in research and analysis and in such areas as planning, transportation, economics, government, historic architecture and preservation, or land use controls. An employee in this class leads other planning staff in carrying out large and complex projects, and provides technical advice and guidance to subordinates in developing analytical procedures and in the solution of large or very complex planning problems or issues. The class is distinguished from the Planner II class by the size, complexity, and creative demands of projects, ability to manage and meet firm deadlines, ability to work with neighborhood groups, and independence of performance of assigned projects or functions. Work is performed under general direction with considerable latitude for initiative and independent judgment on assigned major projects. Work is reviewed based upon observation of results achieved, conferences, and periodic reports. Supervision may be exercised over subordinate staff.

ESSENTIAL FUNCTIONS

Managing and coordinating major planning projects, activities, and programs; developing comprehensive planning studies and recommendations; coordinating assigned program activities between and among other departments and agencies; conducting complex research and technical analysis; preparing reports; maintaining records and files; providing professional advice and assistance to officials, City staff, and the public.

EXAMPLES OF WORK

- Develops, administers, coordinates, and manages multiple complex, major, or sensitive special planning projects including long-range and urban design development and improvement plans; serves as project manager or has major responsibilities as part of a project team.
- Serves as technical specialist on major aspects or functions of planning work such as transportation planning, economic analyses, market analyses, planned development, environmental analyses, historic preservation, urban design, zoning, land use, and development suitability; provides technical support to project teams.
- Conducts research and technical analyses/studies, prepares statistical reports, and develops plans on land use, transportation, physical, social, and economic issues.
- Prepares written documents reports, ordinances, resolutions, and regulations; oral reports and presentations; and other communications and responses for the City Manager, the Mayor and City Council, City boards, commissions, and committees, and the public on technical or complex topics.
- Provides professional planning assistance to communities on varied land use projects.
- Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans.
- Assists with coordinating development, update, and maintenance of the Master Plan and land development regulations.

- Identifies community problems, issues, and opportunities in particular neighborhoods that could be mitigated through better community planning.
- Develops strategies to promote economic and community development or efficient land use consistent with community goals.
- Responds to public inquiries receiving by telephone or personal contact in matters pertaining to planning, zoning, and related policies.
- Represents the City and its planning policies in the community as required; prepares reports and correspondence related to planning matters.
- Attends a substantial number of meetings of boards, commissions, committees, and groups relating to department activities.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive knowledge of the principles, practices, and techniques of urban planning, zoning, and development.
- Comprehensive knowledge of zoning ordinances and regulations and the methods and procedures by which they are enforced.
- Comprehensive knowledge of community development activities and their relation to urban planning.
- Well-developed knowledge of one or more planning disciplines, such as urban design, land use, transportation, environmental, historic preservation, etc.
- Knowledge and experience in construction processes.
- Excellent writing skills with the ability to communicate and present complex ideas effectively, orally and in writing.
- Advanced skill in preparing and presenting effective reports, maps, and charts relative to planning projects.
- Advanced skill in creative problem-solving methods and techniques.
- Ability to work on and manage several major projects or issues simultaneously.
- Ability to manage projects efficiently and effectively and meet firm deadlines.
- Ability to read and interpret blueprints, site plans, and architectural designs.
- Ability to gather and interpret technical and statistical information and prepare and present accurate and reliable technical reports and recommendations.
- Ability to enforce ordinances and codes with firmness, tact, and impartiality.
- Ability to analyze and evaluate pertinent planning data, develop unbiased recommendations, and execute plans once approved.
- Ability to provide effective supervision and staff management.
- Ability to attend meetings or perform work assignments at locations outside the office.
- Ability to effectively facilitate meetings with City officials, community groups and developers.
- Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities, including desktop publishing, graphic, and GIS systems.
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to establish and maintain cooperative, productive, and effective working relationships with City officials, contractors, architects, land developers, associates, and the general public.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Master's Degree in Urban Studies, Urban and Regional Planning, Engineering, Architecture, or closely related field, supplemented by at least five (5) years of progressively responsible professional planning experience at the regional or local government

level; or any equivalent combination of education, training, and experience. Supervisory experience is preferred.

WORK HOURS

Requires a minimum of 40 hours in a standard workweek. This is a salaried position; employee is expected to work the hours necessary to satisfactorily perform the duties of the position, including working and attending meetings outside of established business hours.

WORK CONDITIONS

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires sitting, standing, walking, talking, reaching, grasping, and fingering.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Maryland.
- Certification from the American Institute of Certified Planners.

Updated FY 2012

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

ACKNOWLEDGMENT OF CLASS SPECIFICATION

I acknowledge that I have read the class specification and requirements for the Planner III position. I understand this class specification does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the position change.

Are you able to perform the essential functions of this position with or without accommodation?

☐ Yes ☐ No

Employee Signature

Date

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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